



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2008-001

Date: January 28, 2008

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management Division

RE: Questions and Answers from FY 07 California Port and Maritime Security Grant Program (CPMSGP)-Best Practices-January 2008

The Governor's Office of Homeland Security (OHS) recently attended a best practices meeting in Long Beach, California on January 16, 2008. The purpose of this Grant Management Memorandum is to provide additional clarification and responses to questions regarding the FY 07 California Port and Maritime Security Grant Program.

1) During the peer review, is it possible to make changes to an investment justification (IJ)? If so, what kind or type of changes are allowed?

The Peer Review Panel (PRP) contains subject matter experts, senior security professionals, and representatives from labor, industry and government, therefore, OHS will defer to the PRP to make recommendations, or changes to IJs in collaboration with the applicant.

2) When is the Governing Body Resolution due?

The Governing Body Resolution is due January 31, 2008.

3) Can the resolution be part of the award process or due when the amount of the award is known?

The resolution process can be a two-step process. The first resolution is filed with the grant application and shall inform the governing body of the intention to apply for a grant and identifies an individual to act on behalf of the governing body and the applicant. The second resolution is filed before the grant award is made to the applicant and identifies the specific project(s) along with the amount of the award and authorizes the board to accept the award.

4) Will the PRP consider past performance on grants, including ability to administer grant activities, as part of the review process? How will the PRP know if performance problems exist?

OHS will be responsible for evaluating past performance and the impact on CPMSGP IJs.

5) Can the PRP obtain copies of the titles of all IJs prior to the review date?

See response to question number 6.

6) Are IJs submitted to the web portal viewable by all users?

Yes, CPMSGP applicants can view other users IJs.

7) If all IJs are not funded in FY 07, can they receive priority in FY 08?

No. Program guidelines and the application process are specific to the year of issuance.

8) If all IJs are not funded in FY 07, can they be funded with "rollover" funds that were not expended in FY 07?

OHS executive staff will make decisions regarding the use of funds and any future funding commitments as these situations arise.

9) If project costs exceed the amount listed on the IJ, can they be funded with "rollover" funds that were not expended in FY 07?

See response to questions number 8.

10) Do we have forms or rating/ranking documents to use during the peer review?

The PRP will evaluate the IJs and make recommendations to OHS. It is anticipated that a final listing would include all projects, and a justification for why a project was or was not recommended for funding. The actual framework for the IJ review is in development.

11) Is the peer review subject to the Brown Act?

This question is pending a response from Legal.

12) Can the Science and Technology subcommittee act in an advisory capacity for the peer review panel?

Yes, the Science and Technology subcommittee may advise on technical issues raised during the review of the IJs.

We look forward to the successful receipt of your FY2007 CPMSGP Investment Justification by the January 31, 2008 due date. For further information or assistance, please feel free to contact Scott Sano at (916) 324-6119 or scott.sano@ohs.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to be "L. Davis", is written over a light blue rectangular background.

Larry M. Davis

Deputy Director

Governor's Office of Homeland Security